



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

.....  
MONDAY

JUNE 07, 2021

6:00 P.M.  
.....

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF THE AGENDA
- C. CONSENT AGENDA
  - 1. SIGNATURES
  - 2. COUNCIL MINUTES
    - a. 05/17/2021 Council Meeting
    - b. 05/19/2021 FY22 Budget Work Session
    - c. 05/24/2021 Special Town Council Meeting/FY22 Budget Work Session
  - 3. COMMUNICATIONS
    - a. Council Letter to Natural Resources Council of Maine
    - b. Renewal Victualer's License – Angler's Restaurant
  - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
    - a. Recognition of winners of the Hampden RSU 22 Internet Essay Contest, *presented by Amy Ryder, Economic Development Director.*
    - b. Presentation of FY20 Audit by James Wadman, CPA.
  - 2. PUBLIC HEARINGS
  - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
    - a. Reappointment of Brent Wells for a 3 year term to the Board of Appeals.
- F. COMMITTEE REPORTS
- G. UNFINISHED BUSINESS
- H. EXECUTIVE SESSION - pursuant to 1 M.R.S.A. section 405(6)(d) to include the Town Manager, Public Safety Director and Deputy Fire Chief.

Note: Council will take a five-minute recess at 8:00 p.m.

.....  
MONDAY

JUNE 07, 2021

6:00 P.M.  
.....

AGENDA  
.....

I. NEW BUSINESS

- a. Council consideration on Pool Budget Revision, *requested by Darcey Peakall, Pool Director.*
- b. Council consideration and referral to Public Hearing on the Proposed 2022 Hampden Town Budget.
- c. Request authorization for the expenditure of \$1,575.00 from the Police Cruiser Reserve Account G 3-753-00 to pay Custom Installations for the installation of equipment to the 2020 Ford Interceptor, *requested by Christian Bailey, Public Safety Director.*
- d. Request authorization for \$4,103.00 from a drug forfeiture to be receipted into the Police Equipment Reserve Account G 3-750.00 with \$615.45 of the money being forwarded to Penobscot County, *requested by Christian Bailey, Public Safety Director.*
- e. Council authorization for the Town Manager to sign the contract between Town of Hampden and the Professional Firefighters of Hampden Local 4903 for the period beginning July 1, 2021 and ending June 30, 2024.
- f. Council authorization for the Town Manager to sign the contract between Town of Hampden and the Hampden Police Department Maine Association of Police Union for the period beginning July 1, 2021 and ending June 30, 2024.

J. MANAGER'S REPORT

K. COUNCILOR'S COMMENTS

L.. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE  
REMOTE HAMPDEN COUNCIL FY22 BUDGET  
MEETING ON JUNE 07, 2021 AT 6:00 PM YOU  
MAY PHONE IN USING THE FOLLOWING  
NUMBER (FOLLOWED BY THE PIN #)

**1-401-542-2878      PIN 192 463 968#**

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO  
TO THIS URL: [https://meet.google.com/  
kpx-rmnt-bgj?hs=122&authuser=0](https://meet.google.com/kpx-rmnt-bgj?hs=122&authuser=0) AND JOIN  
US THAT WAY

**INSTRUCTIONS ARE POSTED WITH THE AGENDA  
AND SEPARATELY ON THE TOWN CALENDAR AT  
[WWW.HAMPDENMAINE.GOV](http://WWW.HAMPDENMAINE.GOV)**

## **Using Google Meet to Participate in Hampden Town Council Remote Meetings**

### **How to join:**

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at [www.hampdenmaine.gov](http://www.hampdenmaine.gov).
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

### **Protocols for Remote Meetings:**

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

[support.google.com/a/users/answer/9282720?hl=en](https://support.google.com/a/users/answer/9282720?hl=en)



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

C-2-a

MONDAY

MAY 17, 2021

6:00 P.M.

*In Attendance:*

Mayor Shelby Wright  
Councilor Eric Jarvi  
Councilor Mark Cormier  
Councilor Ivan McPike  
Councilor Christine Cubberley  
Councilor Peter Erickson  
Councilor Allen Esposito

Paula Scott, Town Manager  
Gayle C. Decker, Town Clerk  
Amy Ryder, Economic Development Director  
Regan Nikels, RSU Superintendent

*Mayor Wright called the meeting to order at 6:00 p.m.*

A. PLEDGE OF ALLEGIANCE

*Mayor Wright led the Pledge of Allegiance.*

B. APPROVAL OF THE AGENDA

**Motion:** Councilor Cubberley moved to approve the agenda, seconded. Vote 7-0.

*Resolution: 2021 – 93*

C. CONSENT AGENDA

**Motion:** Councilor Jarvi moved to approve the consent agenda, seconded by Councilor Esposito. Vote 7-0.

*Resolution: 2021 - 94*

1. SIGNATURES

2. COUNCIL MINUTES

- a. 05/03/2021 Council Meeting
- b. 05/05/2021 Council FY22 Budget Meeting
- c. 05/10/2021 Council Workshop & FY22 Budget Meeting
- d. 05/12/2021 Council FY22 Budget Meeting

3. COMMUNICATIONS

- a. FY 22 Budget Meeting Schedule
- b. Memo on Little Free Library Installation Western Avenue Recreation Area, Shelley Abbott, Recreation Director.

4. COMMITTEE MINUTES

Note: Council will take a five-minute recess at 8:00 p.m.

**D. PUBLIC COMMENTS**

*Town resident Terry McAvoy spoke on how the Federal Communications Commissions in the 70's established that there was a compelling reason to insure that the public could avail itself of televised, broadcast content which was not under the influence of commercial bias. To that end the FCC mandated that cable operators shall make available certain channels for public use when required to do so under a franchise agreement with communities within which it operates. Hampden has an agreement with Spectrum, channels two, five, and seven are assigned for peg use. Channel seven is being used. He requested that the Town Council place a discussion on peg channel access and use on a workshop agenda in June.*

**E. POLICY AGENDA****1. NEWS, PRESENTATIONS & AWARDS****a. Presentation of RSU Proposed Budget by Superintendent Regan Nikels**

*Superintendent Regan Nikels presented the RSU Proposed Budget.*

**2. PUBLIC HEARINGS****3. NOMINATIONS – APPOINTMENTS – ELECTIONS****F. COMMITTEE REPORTS**

*Councilor Jarvi reported on the 5/05/21 Council Budget Meeting, the 5/10/21 Council Workshop and the 5/12/21 Council Budget Meeting.*

**G. UNFINISHED BUSINESS****H. Executive session pursuant to 1 M.R.S.A. section 405(6)(c) to include the Town Manager and the Economic Development Director.**

***Motion:*** *Councilor Jarvi moved pursuant to 1 M.R.S.A. section 405 (6)(C) to go into executive session to include the Town Manager and Economic Development Director for discussion of an economic development of real property, seconded. Vote by roll call 7-0.*

*Resolution: 2021 - 95*

*Executive session entered at 6:40 p.m.*

*Executive session ended at 6:58 p.m. with votes taken under New Business Item I-a.*

MONDAY

MAY 17, 2021

6:00 P.M.

MINUTES

I. NEW BUSINESS

- a. Council consideration of the proposed Credit Enhancement Agreement between the Town of Hampden and CoKu, LLC.

*Economic Development Director, Amy Ryder addressed council and spoke of a proposed business looking to move to the Hampden Business Park, which is our TIF District. The credit enhancement agreement as been reviewed and she would like Council's approval.*

**Motion:** Councilor McPike made a motion that Council approve the Credit Enhancement Agreement, seconded by Councilor Cubberley. Vote: 7-0

*Resolution: 2021 - 96*

- b. Council abatement of uncollectable ambulance bills from 2018 in the amount of \$58,439.76.

*Town Manager Scott addressed the uncollectable ambulance bills from 2018 and 2019.*

**Motion:** Councilor Jarvi moved Council authorize waiving the uncollected 2018 ambulance bills in the amount of \$58,439.76, seconded by Councilor Esposito. Vote: 7-0

*Resolution: 2021 - 97*

- c. Council abatement of uncollectable ambulance bills from 2019 in the amount of \$45,415.04.

**Motion:** Councilor McPike moved to abate the uncollectable amount from 2019 in the amount of \$45,415.04, seconded. Vote: 7-0

*Resolution: 2021 - 98*

- d. Discussion on sending a letter to Environmental Natural Resources Committee on the Town's signed Resolution in support of the concept of an Extended Producer Responsibility (EPR), referred from the 5/10/21 Council Workshop.

*Councilor Wright spoke on the Resolution for Extended Producer Responsibility for Packaging (EPR) Law that the Council signed at the May 3<sup>rd</sup> Council Meeting. Council voted in support of the concept of EPR for Packaging and not a specific piece of Legislation. She watched a public hearing held on EPR and Hampden's Resolution was misrepresented. After discussion decision is to recall the vote taken on the Resolution for EPR for Packaging Law and Mayor Wright is to draft a letter to be sent to Natural Resources Council of Maine.*

**Motion:** Mayor Wright made a motion to reconsider the Resolution in Support of the Concept of EPR from NRCM, seconded by Councilor Esposito. Vote 6-1.  
*Resolution rescinded.*

*Resolution: 2021 – 99*

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

MAY 17, 2021

6:00 P.M.

MINUTES

I. MANAGER'S REPORT

*Attached Exhibit A*

J COUNCILOR'S COMMENTS

Councilor Cubberley – *No comment.*

Councilor Erickson – *No comment.*

Councilor Jarvi – *No comment.*

Councilor Cormier – *No comment.*

Councilor McPike – *I'm very pleased each day to see the progress in what's been done on Route 1A. It's good to see the grass growing up and the signs all up and starting to take away all the barriers now. I think they did an excellent job on it and coming down here it looks very good. If it holds up to water flows, when we get water, that'll be the second question.*

Councilor Esposito – *Go ahead and get your bug spray out Hampden, it's getting real.*

Councilor Wright – *No comment.*

K. ADJOURNMENT

*Meeting adjourned at 7:14 p.m.*

*Respectfully submitted,*

*Gayle C. Decker, Town Clerk /s/*

Note: Council will take a five-minute recess at 8:00 p.m.





**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: May 17, 2021  
RE: Manager's Report

- As you are all aware by now, the sewer line project on Western and Dewey began today, with one -way traffic only, from Route 1A toward Rte. 202. The Walgreen and Hannaford entrances are still accessible from the 202 side. We had requested that the single lane be opened up during the weekend, but MDOT, who had to approve the contractor's traffic plan, did not approve that.
- As mentioned at the last budget workshop, I recently received notice that the sale of the former Coastal facility is scheduled for June 30<sup>th</sup>. We were asked to provide payoff information for the sewer and tax accounts as of that date. Current real estate taxes owed are \$242,951, personal property is \$9,515 and sewer is owed in excess of \$174,000.
- Construction is nearly finished on the Town office renovation. The final piece of it will be the carpet installation and new cove molding to be done this weekend. We will be working late Thursday and early Friday to take everything out of the main office and three offices. Monday morning, the new desks and back counter will be delivered which will complete the renovation with the exception of one light that did not get replaced when the other three were. I am using this forum to notify Council and the residents that the office will be closed on Monday so that staff will be able to finish moving everything back into the office, get filing cabinets back in place, computers set up, etc. We will reopen in time for the Council budget workshop. We apologize for the inconvenience, but it would be virtually impossible to operate without being properly set back up. We thank everyone for their patience while we have been under construction. I especially want to thank the front office staff for everything they have had to endure during this project. They have had to move equipment, have had desks moved, have moved office supplies around after we removed the supply closet to open up the space and have had to be crunched up in one corner while waiting for the large counter to be installed and computers replaced. They have worked in conditions that were not necessarily conducive to proper office conditions. They did it though, and even though it was stressful, they remained positive and kept customer service levels high.
- The VFW is planning on a short parade from the post to the Locust Grove Cemetery on Memorial Day where they will do a short ceremony at the flag pole.
- The Harbor Master reported that due to the depth of the channel, he will not be placing markers this year.
- On Friday of this week, there will be a celebration to commemorate the completion of the Grist Mill Bridge. The 75 foot single span bridge is a collaborative project

between the Advanced Structures and Composites Center at UMaine and their commercial partner, AIT Bridges out of Brewer. This bridge is the first in the nation to use sustainable, composite U-girders which are corrosion resistant and which are designed to last 100 years with little to no maintenance. Senator Susan Collins will attend as well as representatives from the Army Corp of Engineers, the University, and other industrial partners. The event starts at 11:30 and will last about an hour. Both Victor and I will be in attendance, and I encourage Council members to attend as well if you are able.



HAMPDEN TOWN COUNCIL  
FY22 BUDGET WORK SESSION  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

C-2-b

.....  
**Wednesday**

.....  
**May 19, 2021**

.....  
**6:00 P.M.**  
.....

*In Attendance:*

*Mayor Shelby Wright  
Councilor Eric Jarvi  
Councilor Mark Cormier  
Councilor Ivan McPike  
Councilor Christine Cubberley  
Councilor Peter Erickson  
Councilor Allen Esposito*

*Paula Scott, Town Manager  
Gayle C. Decker, Town Clerk  
Amy Ryder, Economic Development Director  
Victor Smith, Public Works Director  
Christian Bailey, Public Safety Director  
Shelley Abbot, Recreation Director*

1. Call to Order

*Deputy Mayor Jarvi called the meeting to order at 6:00 p.m.*

2. Review of Town Manager FY22 Budget

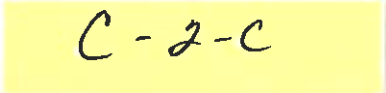
- a. **Capital Program** - *referred as presented.*
- b. **Reserves** - *referred as presented.*
- c. **Revenues** - *referred as presented.*
- d. **Sewer** - *referred as presented.*
- e. **Non-departmental Utilities** – *referred as presented.*
- f. **Debt Service** – *referred as presented.*

3. Adjourn

*Meeting adjourned at 7:05 p.m.*

*Respectfully submitted,  
Gayle C. Decker, Town Clerk /s/*

The next budget meeting will be held on Wednesday May 24th at 6:00 p.m.



*Town Council signed the RSU Warrants for Notice of RSU Budget Validation Election to be held on June 8, 2021.*

AGENDA

4. Review of Town Manager FY22 Budget

- a. **Library** – *Referred as presented.*
- b. **Recreation** – *Referred as presented.*
- c. **The Bus** – *Referred as presented. Discussion on doing a ridership study. Consensus is to schedule for discussion at a June Workshop.*
- d. **Lura Hoit Pool** – *Referred as presented.*
- e. **TIF** – *Town Manager gave an overview of TIF and the impact of the overall budget process.*
- f. **Overlay** – *Town Manager gave an overview of Overlay and the impact of the overall budget process.*

5. Adjourn

*Meeting adjourned at 6:56 p.m.*

*Respectfully submitted,  
Gayle C. Decker, Town Clerk /s/*

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: clerk@hampdenmaine.gov

May 19, 2021

Jim Hall  
Angler's Restaurant  
91 Cold Brook Rd  
Hampden, ME 04444

RE: Victualer's license

Dear Jim:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.C of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Gayle C. Decker  
Town Clerk

### VICTUALER'S LICENSE CERTIFICATE

No. 2021-9

### MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: May 19, 2021,

**KNOW YE**, that Jim Hall,

doing business as Angler's Restaurant

has been duly licensed as a Victualer at 91 Cold Brook Rd Hampden, ME 04444

in the Municipality of Hampden by said Municipality until May 19, 2022,

and has paid to the Municipal Treasurer the fee of \$ 100.00.

  
Authorized Municipal Officer      Town Clerk

E-1-a



Town of Hampden  
Economic Development

## MEMORANDUM

To: Town Council

From: Amy Ryder, Economic Development Director

Date: June 1, 2021

RE: Hampden RSU22 Internet Essay Contest

As an idea mentioned by our broadband committee, to involve the community about the internet issues we have here in town, what better way than to ask the kids who have been remote learning for the past year and a half.

The school district was on board with our initiative, and we rolled it out to all Hampden schools, allowing children from every town in those schools to apply. Only Hampden residents participated, and the winners were chosen from each school by town staff and the broadband committee.

Tonight, I would like to recognize the winners from each school, as well as all the children of the district who have worked so hard through the pandemic, especially those who had obstacles of poor connectivity.

Thank you,

Amy Ryder

## **Irritating Internet Issues**

*Ding.* One new notification. *Ding.* Two new notifications. Every day several notifications are displayed on each of our devices passing along information. However, in the past year, many of us have received many more notifications as the Covid-19 pandemic ran rampant throughout our state, forcing us to stay in our homes for months. This caused employers to shut down their offices, children to be sent home from schools, and any fun activities to come to an end.

Although this seemed like the worst part for most people, my challenge during this pandemic wasn't the lack of socialization, but the slow internet speeds which made remote-learning an extremely difficult task.

As a high school student, I use the internet on a daily basis for video streaming, texting, writing and editing essays, virtual meetings, and several other things. I would go as far as saying it is a necessity in my life. The slow internet connection at my house made it nearly impossible for more than one person to be on a Zoom call, which made it incredibly difficult when both my mother and I were trying to proceed with daily tasks. Even when only one person was having a virtual meeting, I had trouble connecting to the meeting and encountered problems where both audio and video wouldn't load. Additionally, while I wrote essays for school, I lived in constant fear that everything I had written would not save, deleting all of my progress due to our lack of strong internet access. The biggest challenge I have faced with our internet during remote learning has been submitting completed assignments. The slow connectivity prevented me from being able to submit essays, photos, and other digital work to my teachers. I would find my page buffering for long periods of time and oftentimes never submitting. I found it frustrating that I would have to send assignments to my peers with stronger connections to upload them. As



remote learning has continued into 2021, our internet speeds have not improved and the problems I found last year are still impacting me and my ability to learn.

Marissa Abbott

Grade 10

195 Canaan Rd, Hampden, ME 0444

[marissaabbott323@gmail.com](mailto:marissaabbott323@gmail.com)

(207) 862-4117

Hampden Academy

## **The Awful, Awful Internet Speed and Connection**

Have you ever had unacceptable Internet speed like me before? I bet that nobody has had as substandard an internet as I have. That's why I'm here right now. I'm writing this because it takes days to download just one Xbox game at my house. I'm writing this because I can't do a Google Meet without a substantial freeze right in the middle of it. I'm writing because I can't do half of my schoolwork at my house. The ability to do a call without a drop is a benefit. I'm writing this because it takes years to download and send a picture to anybody. So, if you want to see how inadequate my Internet speed has been read more. Hopefully there isn't a g-li-itc--h.

Let me tell you a little story. It's a bright sunny day in Hampden, Maine at 422 Meadow Road. There is no wind, no rain, not even any clouds. A sixth grader named Mason is sitting down at his desk at 7:45 in the morning. The young sixth grader has been at his desk for ten minutes and still can't get on his class to start the day for remote learning. He ends up having to comment in Google Classroom (which isn't that difficult) and having the teacher post another link so he can try again. Yes, that kid Mason is me, and that was the story of most of my classes last year. If I could join the Meet, I had to close out all of my tabs, and couldn't even open a PDF without my whole computer glitching out. Now trust me, we have routers and boosters to help our family's Internet speed and connection. But guess what? It doesn't help. Nothing helps because we got stuck with a low rated business that has horrible customer service and awful,

awful, awful Internet speed and connection. Sixth grade will be known as the Year of Google Meets and Glitches.

Now, let's fast forward to hybrid learning seventh grade year 2020-21. That same kid Mason is now twelve and is still on Google Meets and Google Classroom. Okay, you get the point now. One day, I woke up on a Monday morning and opened my laptop to look at the to-do list but there was nothing, just a spinning circle in the middle of his screen. This year in seventh grade I had to go to a separate room to do my work because it would take tons of time to just look at my assignments. Doing the assignments was like trying to run through a tsunami to get to the other side. Some of the time when I was trying to finish an assignment I had to shut off my computer because nothing would load! Want to know where the worst Internet speed around is? Well, come to 422 Meadow Road in Hampden, and you'll find out!

Mason Valentine Studley

Grade 7

422 Meadow Road

Hampden, ME 04444

masonvstudley@icloud.com

(207) 944-4501

Reeds Brook Middle School

### Essay entry

It was the day of the chess tournament. Nothing could go wrong, so naturally something went wrong: my computer and the internet. I opened it up and it was blank. 10 minutes of reloading, rebooting and silently screaming, the computer was still blank. So I went to mom, she got it working. But now the internet wasn't working. This is how I learned that my laptop and university internet are not friends.

It was during the first round. I thought my worries were finally over, but the internet glitched. Glitch after glitch and through slow internet, I trudged through it all! But the last straw happened when the internet made me lose a bishop, and my game. I needed a break

Now it was the second round and my computer went blank, black, lifeless again. It had already fizzed out 10 times, in the first round so I was really mad. I had to ask the tournament director for help constantly. I tried over and over again to start it but it didn't work. My mind started to race. I tried everything: restart, reboot, ctrl-c ctrl-everything! Still nothing. I was infuriated and annoyed. Still nothing. My face turned red. It was worse before when the chess board glitched and I lost a bishop but

I went to find my mom. "I can't fix it, go, find Miss Sharon." my mom told me With an exasperated sigh, I trudged down the steps. I trudged up to Miss Sharon. "Uh, Miss Sharon? My computer isn't working." "Alright, go get your mom" she said. But I had already gotten her!

My computer just wasn't happy. I pointed this out to her and asked her if I could borrow one of the extra computers. "Sure" she replied as she grabbed a sleek black laptop from her black desk. She opened the computer and tried to boot it up. "I thought this thing was working" she murmured. But I heard her. "What?" I whisper-screamed. "Shhhhhhh" she told me "and, yes this laptop seems to be... malfunctioning" UHHHHHHH my brain said. I tried to stay calm, but

that was hard. I felt like I was getting yelled at all day. As Miss Sharon tried to get the computer to work ,I sighed. I had already lost my first game. Would this day get better? Miss Sharon switched computers. But of course,she forgot the password. She fiddled with the computer. Suddenly, my mom called me "Yes! I got it working." Yes!!!

So, that's how That part of the computer conundrum was solved. Of course, that wasn't the end of it. But I did get a medal, so I think it was worth it. I still wonder from this day if the laptop woke up on the wrong side of the circuit.

Aiden K. Byrne  
Fifth Grade  
100 Foster ave. Hampden ME, 04444  
George B. Weatherbee School  
[28bymea@rsu22.us](mailto:28bymea@rsu22.us) or [aitvmd@gmail.com](mailto:aitvmd@gmail.com)(mother)  
Mother's Cell phone: 410-340-9582

E-1-B



## Memorandum

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: June 2, 2021  
RE: Audit presentation

As a bit of supporting documentation to the audit presentation, I have included a copy of the letter from the auditor to the Town Council which highlights audit findings. I have also included a copy of the letter that details the only two deficiencies cited by the auditor, and management's response to them.

The summary of findings highlights some areas that I informed Council about during FY20 such as not reconciling sewer and ambulance receivables in the proper months, and the overpayment to the waterline project that Council had to ratify by vote. This summary also discusses the reclassification of principal debt payments and SRF project expenses to the sewer fund rather than the general fund; which I have informed you of recently.

I hope that by including these documents prior to the presentation, it might give Councilors a jumping off point for any questions you might have about the sewer debt which I may not have explained as well as the auditor can. You might also wish to review your audit or bring your copy with you.

As always, in spite of a couple of minor deficiencies, the work done by staff, from the front office staff and utility clerk to the finance department, multiple and often complicated financial transactions are handled on a daily basis by a very competent staff. It has not been easy to accomplish these tasks with staff shortages and relatively no or low experience in some areas, but I assure you that I am working on creating redundancy in all cash handling departments.

Now that we have a full staff, I am in the process of developing some bench strength. As I informed Council back when there was a serious error in the data on sewer billing for one quarter of FY20, the Town only ever had one person who knew the utility program, how to create the bills, send liens and all things related to it. There was nobody in house to train the new employee who we hired to fill the vacancy. This same situation revealed itself more than once with other major components of our finances – namely, motor vehicle registrations, tax assessing and collecting, and ambulance billing.

We have worked hard in getting junior staff trained, looking at efficiencies within the internal processes, and are slowly beginning to cross train across various disciplines. I am still learning too and continue to reach out to mentors in the field for assistance when needed. All in all, in spite of the difficulties we faced with staffing, I am proud of the work that has been accomplished and the fiduciary integrity of all of our administrative staff.

# James W. Wadman

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## CERTIFIED PUBLIC ACCOUNTANT

James W. Wadman, C.P.A.  
Ronald C. Bean, C.P.A.  
Kellie M. Bowden, C.P.A.  
Wanese L. Lynch, C.P.A.  
Amy E. Atherton, C.P.A.

April 19, 2021

Members of the Town Council  
Town of Hampden  
Hampden, ME 04418

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Hampden (the Town) as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented or detected and corrected on a timely basis. We consider the following deficiency in the Town's internal control to be a material weakness.

### 2020-001 Reconciliation of Ambulance Receivables

*Condition:* Ambulance receivable reconciliations were not completed for the year.

*Criteria:* Ambulance receivables should be reconciled on monthly basis to ensure accuracy of ambulance revenues and receivables.

*Cause:* The Town did not reconcile ambulance receivables on a monthly basis. The Town was reconciling to a spreadsheet, but not to TRIO.

*Effect:* Ambulance receivables and revenues were misstated for the year. The Town attempted to reconcile after year end and brought variance closer. The auditor had to spend some extra time finishing reconciliation.

*Recommendation:* We recommend that ambulance receivables be reconciled to the general ledger on a monthly basis.

*Response:* Management concurs to the recommendation.

### 2020-002 Capital project overspent

*Condition:* Rt. 202 Fire suppression project was overspent by \$63,900 with no funding in place.

*Criteria:* Funding should be in place for the entire project before the expenditure is made.

*Cause:* The Town did not realize the project was overspent. There has been some turnover in the town office.

*Effect:* The capital project was overspent at year end with the possibility of additional funding not approved by the Town Council.

*Recommendation:* We recommend that all capital projects are funded prior to expenditures being approved.

*Response:* The project was approved for funding after year end by the Town Council. Management concurs to the recommendation.

This communication is intended solely for the information and use of management, Members of the Town Council and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully Submitted,

*James W. Wadman, C.P.A.*

James W. Wadman, C.P.A.



# James W. Wadman

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**CERTIFIED PUBLIC ACCOUNTANT**

James W. Wadman, C.P.A.  
Ronald C. Bean, C.P.A.  
Kellie M. Bowden, C.P.A.  
Wanese L. Lynch, C.P.A.  
Amy E. Atherton, C.P.A.

## *Communications with Those Charged with Governance*

April 19, 2021

Members of the Town Council  
Town of Hampden, ME 04444

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Hampden, Maine (the Town) for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 15, 2020. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Hampden are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2020. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Town's financial statements was:

Management's estimate of the capital asset depreciation is based on estimated useful lives of the assets at the date of construction or acquisition. We evaluated the key factors and assumptions used to develop the capital asset depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of audit procedures were corrected by management: Adjust ambulance receivables to reconciled balance, reclass receivables from environmental trust, record transfer to fire suppression capital project, to reclass SRF project expenses for sewer fund, reclass principal payments on debt for sewer fund, and record current year depreciation expense for sewer fund.

### Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 19, 2021.

### Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### Other Audit Findings or Issues

The town sewer fund has a deficit unrestricted fund balance of \$242,615. The deficit is partially due to budgeting more expenses than revenues over several years. Rate increases have been issued to help reduce this deficit.

The town prepaid for a trailer without knowing full cost of trailer. This resulted in the town overpaying for a trailer and then getting a refund. The town should not be prepaying for a trailer without knowing how much it actually costs or a good estimate.

The environmental trust reimbursements were not being posted to offset the actual expenditures. All reimbursements need to be posted to where the expenditures were posted.

Reconciliations of cash, sewer receivables, reserves, and ambulance receivables were not done on a monthly basis. All reconciliations should be done on a monthly basis.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors.

Other Matters

We applied certain limited procedures to management discussion and analysis and budgetary comparison schedule, pension plan schedules, and other post-employment benefits schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on individual fund statements, which accompany the financial statements but are not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of management and the Members of the Town Council, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully Submitted,

*James W. Wadman, C.P.A.*

James W. Wadman, C.P.A.



Check One: ☐ Initial Application  
☒ Reappointment Application

E-3-a

**TOWN OF HAMPDEN**  
**APPLICATION FOR TOWN BOARDS AND COMMITTEES**

NAME: Wells LAST Brent FIRST E MI

ADDRESS: 174 Old County Rd. STREET Hampden TOWN 04444 ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: (207) 852-3191 HOME NA WORK

EMAIL: doshaw@gmail.com

OCCUPATION: ~~academic editor~~ academic editor

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: appeals board

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? I am renewing my appointment to the board

Are there any issues you feel this board or committee should address, or should continue to address? no

3 YEAR

BOARD OF ASSESSMENT REVIEW  
PERSONNEL APPEALS BOARD  
LURA HOIT MEMORIAL POOL  
HARBOR COMMITTEE

DYER LIBRARY  
RECREATION COMMITTEE  
BOARD OF APPEALS ✓  
HISTORIC PRESERVATION COMMISSION

5 YEAR  
PLANNING BOARD

**FOR TOWN USE ONLY**

Date Application Received: 5-26-2021

COUNCIL COMMITTEE ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNCIL ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ NEW APPT



REAPPOINTMENT

DATE APPOINTMENT EXPIRES: \_\_\_\_\_

I - a



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: May 27, 2021  
RE: Pool part time wages

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When Darcey turned in her Department Head budget, she asked if she could restore her line item for part time wages to allow for better coverage of the sessions. I did not support that request because at the time, I felt that we were still in the throes of covid and could not be guaranteed that we would be allowed to increase capacity until probably fall.

Due to the recent lifting of mask requirements for those that are vaccinated, as well as capacity increases, Darcey has had many patrons and former patrons ask when certain lessons and activities will resume. Darcey has a schedule set that will be increasing back to full capacity which will not only serve the users of the pool but will also increase revenue. Had I had the knowledge that the covid restrictions would be lifted this early in the year, I would have agreed with Darcey's original request that her part time wages be restored. I have updated the budget to reflect the changes to the part time wages and respectfully request Council put this request forward for public hearing.



**Lura E. Hoit Memorial Pool**  
**146 Western Ave.**  
**Hampden, ME 04444**  
**(207) 862-4305**

**MEMO**

**To: Paula Scott**  
**From: Darcey Peakall**

May 27, 2021

The Lura Hoit Pool is now completely open due the recent changes in Maine CDC COVID restrictions. We have been operating seven days a week since September of 2020 but with limited building and activity capacities to comply with CDC restrictions. I am requesting to increase my part time wages for FY 22 to allow for the need to increase staff hours as activity attendance increases. I am requesting that my part time wages return to FY 20 amount of \$123,543.

It is hopeful that COVID 19 cases continue to decrease and LHP will increase all swim lessons, family swims and rentals back to full capacity. Our current weekly part time staff hours is 180. I would need to increase the weekly staff ours to 210 to reach full capacity and increase revenues.

Mailing Address: 106 Western Ave, Hampden, ME 04444  
lurahoitpool @hampdenmaine.gov



I - 1

**TOWN OF HAMPDEN  
PROPOSED FY 2022  
HAMPDEN TOWN BUDGET**

| <b>ACCOUNT<br/>NUMBER</b>               | <b>ACCOUNT NAME</b>     | <b>PROPOSED<br/>BUDGET 2022</b> |
|---|-------------------------|---------------------------------|
| 01-01                                   | ADMINISTRATION          | \$730,935                       |
| 01-02                                   | GIS/IT                  | \$225,904                       |
| 01-05                                   | TOWN COUNCIL            | \$68,282                        |
| 01-10                                   | MUNICIPAL BUILDING      | \$121,650                       |
| 01-20                                   | ELECTIONS               | \$14,500                        |
| 01-25                                   | ASSESSING               | \$135,886                       |
| 01-30                                   | ECONOMIC DEVELOPMENT    | \$143,615                       |
| 01-35                                   | PLANNING                | \$111,449                       |
| 05-01                                   | POLICE                  | \$1,335,046                     |
| 05-05                                   | FIRE DEPARTMENT         | \$1,433,662                     |
| 05-10                                   | PUBLIC SAFETY           | \$354,705                       |
| 06-06                                   | NON-DEPARTMENT EXPENSES | \$895,154                       |
| 10-01                                   | PUBLIC WORKS            | \$2,028,804                     |
| 10-10                                   | STORMWATER MANAGEMENT   | \$184,700                       |
| 10-05                                   | MUNICIPAL GARAGE        | \$50,185                        |
| 15-10                                   | SOLID WASTE             | \$458,537                       |
| 20-01                                   | RECREATION              | \$629,309                       |
| 20-10                                   | DYER LIBRARY            | \$278,424                       |
| 20-20                                   | LURA HOIT POOL          | \$360,945                       |
| 20-25                                   | MARINA                  | \$16,500                        |
| 25-10                                   | THE BUS                 | \$101,367                       |
| 30-10                                   | BUILDINGS & GROUNDS     | \$342,222                       |
| 38-10                                   | OUTSIDE AGENCIES        | \$12,000                        |
| 40-10                                   | GENERAL ASSISTANCE      | \$6,000                         |
| 50-10                                   | DEBT SERVICE            | \$503,001                       |
| 67-10                                   | TIF                     | \$500,000                       |
| 70-99                                   | RESERVES                | \$384,850                       |
| <br>                                    |                         |                                 |
| 65-10                                   | EDUCATION               | \$7,661,727                     |
| 45-10                                   | COUNTY TAX              | \$1,141,446                     |
| <br>                                    |                         |                                 |
| <b>MUNICIPAL EXPENSE BUDGET</b>         |                         | <b>\$11,427,632</b>             |
| <b>LESS PROJECTED REVENUE</b>           |                         | <b><u>\$ (5,496,139)</u></b>    |
| <b>NET MUNICIPAL BUDGET</b>             |                         | <b>\$ 5,929,693</b>             |
| <br>                                    |                         |                                 |
| <b>EDUCATION</b>                        |                         | <b>\$ 7,661,727</b>             |
| <b>COUNTY TAX</b>                       |                         | <b><u>\$ 1,141,446</u></b>      |
| <b>AMOUNT TO RAISE THROUGH TAXATION</b> |                         | <b>\$14,734,666</b>             |
| <br>                                    |                         |                                 |
| <b>SEWER ENTERPRISE BUDGET</b>          |                         | <b>\$1,253,957</b>              |

I c&d



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: June 2, 2021  
RE: Receipt of funds into reserve

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In addition to the request for the expenditure of reserve funds for equipment installation in the 2020 Interceptor, you will find following this memo, a request to receipt funds into the Police Equipment Reserve account. These funds are due to the Town of Hampden because of the amount of investigative work done on behalf of this criminal case. The forfeited funds are part of the court decision. Just as the Town Council authorizes expenditures to reserve accounts, it also votes to receive funds into them. This request for approval is to place these funds into an equipment account which will be used for equipment needs for the Police Department.





**Hampden Public Safety**  
**106 Western Ave**  
**Hampden, ME 04444**  
**207-862-4000**  
**207-862-4588 Fax**



**Deputy Chief Scott Webber**  
**swebber@hampdenmaine.gov**

**Chief Christian Bailey**  
**Director of Public Safety**  
**cbailey@hampdenmaine.gov**

**Deputy Fire Chief Jason Lundstrom**  
**firedc@hampdenmaine.gov**

## **MEMORANDUM**

**TO:** Paula Scott, Town Manager  
**FROM:** Christian Bailey, Director of Public Safety  
**RE:** Town Council Agenda Items-June 7, 2021  
**DATE:** June 2, 2021

### **Reserve Request: (Police Cruiser Reserve Account-G 3-753-00)**

I am requesting \$1,575.00 from the Police Cruiser Reserve Account to pay Custom Installations for the installation of equipment to the 2020 Ford Interceptor.

### **Police Equipment Reserve Account: (G 3-750-00)**

I am requesting \$4,103.00 from a drug forfeiture to be receipted into the Police Equipment Reserve Account. The final court order requires \$615.45 of the money be forwarded to Penobscot County for their role in the prosecution of the court case. I am requesting \$615.45 from the Police Equipment Reserve Account to pay Penobscot County.

The supporting documents are attached to this memo.

**5 Thibodeau Drive  
Levant, ME 04456  
(207) 944-5920  
custominstallationsmaine@gmail.com**

|             |                  |
|-------------|------------------|
| <b>Date</b> | <b>Invoice #</b> |
| 5/21/2021   | 622              |

**Bill To**

**Hampden Police Department**  
**106 Western Avenue**  
**Hampden, ME 04444**  
**Attn: Deputy Chief Scott Webber**

| Ship To |
|---------|
|         |

|   |           |  |           |     |            |            |
|---|-----------|--|-----------|-----|------------|------------|
| P.O. Number                               | Terms     | Rep  | Ship      | Via | F.O.B.     | Project    |
|   | Net 15    |  | 5/21/2021 |     |            |            |
| Quantity                                  | Item Code | Description                                |           |     | Price Each | Amount     |
|   | Labor     | Installation of equipment into new vehicle |           |     | 1,575.00   | 1,575.00   |
| We thank you for your continued business! |           |  |           |     | Total      | \$1,575.00 |
|   |           |  |           |     |            |            |

STATE OF MAINE  
OFFICE OF THE DISTRICT ATTORNEY  
PROSECUTORIAL DISTRICT V

MARIANNE LYNCH  
District Attorney

DEVON A. DEMARCO  
Deputy District Attorney



PENOBSCOT COUNTY  
97 Hammond Street - Bangor, Maine 04401-4990

PISCATAQUIS COUNTY  
(207) 564-2181  
Fax (207) 564-6503  
PENOBSCOT COUNTY  
(207) 942-8552  
Fax (207) 945-4748

May 7, 2021

Chief Christian Bailey  
Hampden Police Department  
106 Western Avenue  
Hampden, Maine 04444

RE: State of Maine vs. Peter J. Tardiff  
Penobscot Unified Court Docket No.: 20-4135  
Final Order of Disposition

Dear Chris,

Enclosed please find a copy of the Penobscot Court's Criminal Forfeiture Final Order of Disposition of Property on Peter J. Tardiff. This final order grants the Town of Hampden possession and ownership of \$3,487.55 in U.S. Currency and the County of Penobscot possession and ownership of \$615.45 in U.S. Currency as specifically set forth in the attached orders.

At your earliest convenience please forward a check payable to Penobscot County for \$615.45.

Thank you for your attention in this matter. Please contact me if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'BFT', followed by a horizontal line.

Brendan F. Trainor  
Assistant District Attorney

BFT/klh

Encl.

STATE OF MAINE  
Penobscot, ss

PENOBSCOT COURT  
Criminal Action  
Docket No. CR-20-4135

STATE OF MAINE,

v.

PETER J. TARDIFF  
Defendant

and

\$4103.00 in U.S. Currency  
Defendant(s) In Rem #1

}  
}  
} CRIMINAL FORFEITURE  
} FINAL ORDER OF  
} DISTRIBUTION OF PROPERTY  
} §5826(6)  
}  
}  
}  
}  
}  
}

A complaint was filed in the Penobscot County Uniform Criminal Court on or about December 10, 2020, against the Defendant In Rem alleging that the Defendant In Rem was forfeitable pursuant to 15 M.R.S.A. § 5821 and § 5826, and the Court finds from the record that:

1. The Defendant In Rem is subject to Criminal Forfeiture pursuant to 15 M.R.S.A. § 5821 and § 5826.
2. There was a guilty plea made on the record by the Defendant, Peter J. Tardiff, on January 7, 2021 and sentence was imposed at that time.
3. At the time of his guilty plea, the Defendant, Peter J. Tardiff, admitted the criminal forfeiture of the Defendant In Rem.
4. On February 22, 2021, the Municipality of Hampden, approved the transfer the Defendant In Rem, to wit, 85% of \$4103.00 in U.S. Currency, to the Hampden Police Department on the grounds that the Hampden Police Department made a substantial contribution to the investigation of this or a related criminal case within the means of 15 M.R.S.A. §5824 & 5826;
5. On February 9, 2021, the County of Penobscot, Maine, by and through its legislative body, the Penobscot County Commissioners, approved transfer of the Defendant in Rem, to wit, 15% of \$4103.00 in U.S. Currency, to the Penobscot County District Attorney's Office on the grounds that the Penobscot County District Attorney's Office made a substantial contribution to the prosecution of this or a related criminal case within the means of 15 M.R.S.A. §5824 and 5826.

**THEREFORE, THE COURT ORDERS:**

- a) The Defendant In Rem is hereby forfeited to the State of Maine and all rights and privileges pertaining thereto are exclusively bestowed upon the State of Maine, and the State of Maine has clear title to the property that is the subject of the Complaint dated on or about December 10, 2020.
- b) Pursuant to 15 M.R.S.A. § 5822, the Defendant In Rem, namely \$3487.55 in U.S. Currency is hereby ordered transferred to the Hampden Police Department on the grounds that the Hampden Police Department made a substantial contribution to the investigation of this or a related criminal matter.
- c) Pursuant to 15 M.R.S.A. §5822, the Defendant In Rem, namely \$614.45 in U.S. Currency is hereby ordered transferred to the Penobscot County District Attorney's Office on the ground that the Penobscot County District Attorney's Office made a substantial contribution to the prosecution of this or a related criminal matter.

Dated: \_\_\_\_\_

3/19/21

  
\_\_\_\_\_  
JUSTICE, PENOBSCOT COURT